

Discipline, Crime, and Violence (DCV) Report Updates and Reminders 2015-2016

Submission Due Date

- DCV data will be collected for a 365-day period, beginning with June 20, 2015 and ending on June 19, 2016. Summer school data for 2015 will be included in this time period.
- Regional centers/programs must submit all data to the Virginia Department of Education (VDOE) by July 15, 2016.
- School divisions must submit all data to the VDOE by July 31, 2016.
- The 2015 summer school data will be reported on the 2015-16 school year DCV Report.

New Application

- Although submission procedures and functionality remain the same for as in previous years, the appearance of the application within the Single Sign-on for Web Systems (SSWS) portal has changed.
- Please refer to the DCV guidance documents which can be found on the Department of Education's Web site at:
http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml.
- Although the single data entry method is still available for data submission, it is strongly recommended that divisions submit data using the file submission method.

Offense Code Changes

- **New Code Requirements for Drug and Weapons Offenses:** Section §22.1-277.07 of the *Code of Virginia*, permits, but does not require, the expulsion of any student determined to possess a firearm, destruction device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity. Section §22.1-277.08 of the *Code of Virginia*, permits, but does not require, the expulsion of students who bring a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored event. In addition, in the cases of weapons or drugs, school administrators, pursuant to school board policy, and school boards may consider factors listed in §22.1-277.06 in determining special circumstances and may conclude that no disciplinary action or a disciplinary action other than expulsion is appropriate. This requirement has been removed from the edit checks and crosswalk. For further reference see the *Student Code of Conduct Policy Guidelines* found at http://www.doe.virginia.gov/boe/guidance/safety/student_conduct.pdf.

- **Assault and Battery without Injury, BA6:** Section §22.1-279.3:1 D clause (i) of the *Code of Virginia* requires divisions to report on incidents of assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity. In accordance, BA6 was created to capture this offense and to distinguish assault and battery without bodily injury from an altercation or fight.
- **Electronic Cigarettes, TB2:** Section §22.1-79.5 requires school boards to develop and implement a policy to prohibit the use of electronic cigarettes on a school bus, on school property, or a school-sponsored activity. TB2 was created address this new code requirement.

Reminders

Students with Disabilities

- For students with disabilities, in-school suspension refers to instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. By federal definition, an in-school suspension represents a removal from the student's IEP-determined placement, regardless of whether a student has access to the regular curriculum during the in-school suspension and regardless of whether the student receives his or her IEP services during the in-school suspension. In-school suspensions of students with disabilities that are administered as part of a Behavioral Intervention Plan (BIP) are to be reported. (See page 7 of the Comprehensive User Guide for further information.)
- If a special education student becomes involved in an incident that results in a permanent change in placement, the data within the student information system must reflect this permanent change in placement.

Discipline Review Cases

- If your division has a discipline review case to be heard before the school board, and this incident has been recorded in your student information database before the review, remember that the results of the review must be revised in the student information database.
- If your division has an incident that requires a school board review and it occurs at the end of the school year, your division should update the data before the school year ends. However, if the final disposition is not made until months into the new school year, it will be necessary to figure the days from the date of the incident to the end of school. The number of days will decide the disciplinary action. The number of days and disciplinary action should be recorded for the DCV report for the year of the incident.

DCV Procedures

- All DCV incidents within a division need to be decided upon by a designated person within the school or division with that named authority, such as a principal, assistant

principal, a superintendent or assistant superintendent. At no time is a DCV offense decision made by any other personnel.

- It is imperative that data extracted from the division's student information system be reviewed before it is finally submitted to the VDOE to ensure data is accurate and timely. This review will prevent any data being resubmitted after the verification is signed. Resubmitting data is a last resort which should only happen in a critical situation. Modifying this data causes more than one change within the data cycle, including regional and statewide reports. Please see report protocol for resubmission found on page 35 of the Comprehensive User Guide.
- School divisions and the regional centers must contact one another to discuss which reporting strategy will be used for reporting the DCV data for the regional centers or programs. It is recommended that only one reporting option be used for submitting and reporting the regional center or program data to VDOE. The VDOE has established reports of incidents that occurred at the regional centers and edit checks for duplicate reporting of incidents at the regional centers in the DCV application.

Questions regarding the DCV submission and data collection process may be directed to Tara McDaniel by e-mail at Tara.Mcdaniel@doe.virginia.gov or by telephone at (804) 225-2715.

